



# Job Opportunity Bulletin

## Retired Annuitant Office Assistant (General)

<b>Tenure/Timebase:</b>	Temporary/Intermittent
<b>Work Hours:</b>	Flexible
<b>Office/Location:</b>	California Commission on Teacher Credentialing Certification, Assignment and Waivers 1900 Capitol Avenue Sacramento, CA 95814-4213
<b>Salary:</b>	Range A \$2006-2436/month Range B \$2205-2679
<b>Final Filing Date:</b>	January 23, 2007
<b>Contact:</b>	Gary Chapman (916) 445-2516

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### DUTIES:

Under close supervision of the Office Services Supervisor II in the Certification, Assignment, and Waivers Division, Quality Control Section, the Retired Annuitant, Office Assistant (General) performs the following:

Proofread completed credential application request packages and mail out computer generated credentials, duties includes:

Each package is proofread for:

- application form completed correctly;
- ensure name on credential matches the request and spelling is correct;
- social security number on the application matches the credential;
- ensure the date on the credential is correct;
- ensure confidential information is not mailed out;
- purge appropriate documents;
- ensure restriction of credential has been documented on the credential; and
- ensure the correct type of credential has been issued.

Stuff envelopes and mail out individual credentials to each applicant. In addition, bulk mail documents to counties and the appropriate institutions.

Flip through each page of the application package to ensure credential copies are filed in numerical order.

Batch in bundles and place in a box.

Sort and assemble daily batches of applications and documents.

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**CONDITIONS OF EMPLOYMENT:** Fingerprint Clearance is required.

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### DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn information quickly
- Ability to work in a team environment

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### WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently a Retired Annuitant with the State of California or retired from State Service and have reinstatement, list, or TAU eligibility at the Office Assistant (General) classification level.

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### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attention: Gary Chapman. All applications must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 07-156. The applications will be screened and only the most qualified applicants will be invited for an interview.

<i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>
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